

SAMPLE
(Use company letterhead)

Date

Senator/Representative
Congressional Address

- Locate your Senator's info online at www.senate.gov/general/contact_information/senators_cfm.cfm?State=OH
- Locate your Representative's info online at www.house.gov/house/MemberWWW_by_State.shtml#oh

Dear Senator/Representative:

I am writing to request an appointment with you for Tuesday, April 24, 2012, to discuss issues important to the property/casualty insurance industry in Ohio. I will be part of a delegation from the Ohio Association of Mutual Insurance Companies.

(Give more company information to personalize letter.)

As a member of the insurance industry in the state of Ohio, I feel it is imperative that we establish and maintain an open dialogue on issues of common interest with our congressional representatives. We would like to discuss with you issues which may be considered in the new Congress that would have an impact on our policyholders and your constituents.

All meeting arrangements are being scheduled through the National Association of Mutual Insurance Companies (NAMIC – 202. 628.1558). Kristin Eichhorn, congressional contact program director at NAMIC's federal affairs office, will be contacting you soon to make arrangements for a meeting.

Thank you and I look forward to meeting with you on April 24th.

Sincerely,

(Member Name/Title/Contact info)